



LOS ANGELES COUNTY COMMISSION ON HIV

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OPERATIONS COMMITTEE MEETING MINUTES

June 25, 2012

Approved
10/29/2012

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMM STAFF/ CONSULTANTS
Jenny O'Malley, <i>Co-Chair</i>	Karen Peterson, <i>Co-Chair</i>	Christopher Brown	Jane Nachazel
Whitney Engeran-Cordova	Juan Rivera		Craig Vincent-Jones
Joseph Green			Nicole Werner
Thelma James		DHSP STAFF	
David Kelly		None	
Ted Liso/James Chud			

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- 1) **Agenda:** Operations Committee Agenda, 6/25/2012
- 2) **Minutes:** Operations Committee Meeting Minutes, 2/27/2012
- 3) **Minutes:** Operations Committee Meeting Minutes, 4/30/2012
- 4) **Maps:** Los Angeles County Service Planning Areas and Service Planning Areas by Supervisorial District, 8/2002
- 5) **Table:** Los Angeles County Commission on HIV, Membership Roster, 6/21/2012
- 6) **Table:** Committee Assignments, 5/8/2012
- 7) **Table:** Scoring Matrix, *ongoing*
- 8) **Memorandum:** Interview Questions for New Commission Member Candidates, 12/5/2010
- 9) **Renewal Application:** Brad Land, 6/25/2012
- 10) **Renewal Application:** Ted Liso, 6/25/2012
- 11) **Application:** Christopher Brown, 6/25/2012
- 12) **Letter:** Plan Of Corrective Action (POCA), Robert Sotomayor, 6/25/2012

1. **CALL TO ORDER:** Ms. O'Malley called the meeting to order at 10:08 am.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve 2/27/2012 and 4/30/2012 Operations Committee Meeting minutes, as presented (*Passed by Consensus*).
4. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
5. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
6. **CO-CHAIRS' REPORT:**
 - Mr. Vincent-Jones reported the Executive Committee had discussed Operations Committee attendance issues regarding Ms. O'Malley, Ms. Peterson and Mr. Engeran-Cordova.
 - Regarding Alternate Member voting: Mr. Vincent-Jones said County Counsel restricts voting to one vote per seat at a given meeting. Each Commission Member and the Member's Alternate, if any, have one primary committee. The Alternate may vote only if the Member is absent and may request a separate secondary committee assignment.

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- A. **Co-Chair Elections:** Ms. O'Malley and Ms. Peterson were previously nominated.

MOTION #3: Elect Jennifer O'Malley and Karen Peterson Operations Committee Co-Chairs (*Passed by Consensus*).

7. MEMBERSHIP:

A. Candidate Applications:

- **Brad Land:** The body reviewed Mr. Land's renewal application and agreed his knowledge and participation are excellent. He maintains 100% attendance. He is also Co-Chair of both the Priorities and Planning Committee and the Consumer Caucus. Ms. James added he is always willing to mentor Commissioners, which is important as many do not take the time.
- **Ted Liso:** The body reviewed Mr. Liso's renewal application and agreed his knowledge and participation are excellent. Several stated, while passionate, he speaks clearly, respectfully and cheerfully. Mr. Chud added he understands the importance of housing. Mr. Vincent-Jones said he has grown very fast in his few years of Commission service.
- **Christopher Brown:** Mr. Brown moved to Los Angeles in April 2012 to assume the position of Director, Health and Mental Health Services, LA Gay and Lesbian Center. For 10 years previous, he was Assistant Commissioner, STI/HIV Division, Chicago Department of Public Health, which included management of various programs such as Ryan White Parts A/C and HOPWA as well as membership on care and prevention planning councils. He was Chief, Office of HIV/STD/Hepatitis C Services, Arizona Department of Health Services, June 1994 – September 2001, and AIDS Program Manager, Pima County Health Department, Tucson, Arizona, January 1988 – May 1994. He has been appointed to or volunteered for many national and local organizations including the National AIDS Housing Coalition, CAEAR Coalition, NAPWA and NASTAD; and has engaged in communication on HIV/STI/Hepatitis C via multiple venues including public speaking, media and social marketing campaign development, and co-authorship of articles/manuals/publications. He represents multiple special populations including PWH (1983), hemophiliac, hepatitis, hearing-impaired and gay men.

Mr. Brown has been in public health most of his life. He strongly supports community planning as the best system available though often members term out just as they become facile with the complex subject matter. The traditional silos for prevention, care, housing, etc., also pose a challenge such as with separate planning bodies. Chicago just integrated its bodies after two decades through a year-long process. He has not worked for an agency before, but understands he must fight for the greater good not just the agency, will work to better understand the unique needs of this community, and make the Commission a priority. He noted the community can say what public health agencies cannot while public health can do what the community cannot so each can support the other.

MOTION #4: (Kelly/Green): Nominate Christopher Brown to the Part C Providers seat, Bradley Land to the Board Office District 5 seat and Ted Liso to the Consumer District 3 seat and forward to the Commission for approval and submission to the Board of Supervisors for appointment (*Passed by Consensus; Abstention, Liso*).

- B. **Membership Status:** There was no additional discussion.

- C. **Membership Recruitment:** There was no additional discussion.

8. MEMBERSHIP MANAGEMENT:

- Ms. O'Malley noted the draft Plan Of Corrective Action (POCA) letter to Mr. Sotomayor documenting results of the process undertaken with him and incorporating his suggestions to help remedy his behavior. Mr. Vincent-Jones added the letter also documents that he was interviewed previously and achieved the threshold score, but Operations did not re-appoint him pending resolution of behavior issues. The three-month POCA ends if Condition 1, the initial July interview, is not met.
- Commissioners normally retain seats until replaced, but seats can be vacated if needed, e.g., if POCA conditions go unmet.
- POCA conditions are: 1) initial interview, 2) progress conference calls after the first and second POCA months with Executive Director and Committee Co-Chairs, 3) weekly update calls, 4) monthly written reports, 5) arrival within a half-hour of start time of 60% of required Commission activities when the SPA 1 Consumer Commissioner does not attend, 6) exit interview.
- Mr. Engeran-Cordova felt three months was too long to wait to declare the POCA unfulfilled should Mr. Sotomayor meet Condition 1, but not other conditions. He suggested declaring the POCA unfulfilled if monthly benchmarks are not met.

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- Ms. O'Malley noted Mr. Sotomayor had agreed to call weekly, but had not. He interviewed fairly well in October 2011 and had appeared to wish to improve, but had not followed through. Mr. Vincent-Jones added the letter was detailed so that benchmarks, responsibility for achieving them and tracking of their completion or not are clearly identified.

➡ Revise POCA letter to include monthly condition completion review and declaration of unfulfilled POCA if they are unmet.

MOTION #5: (Engeran-Cordova/Liso): Approve Plan Of Corrective Action (POCA) letter to Robert Sotomayor revised to include monthly condition completion review and declaration of unfulfilled POCA if conditions are not met **(Passed by Consensus)**.

9. ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM): This item was postponed.

10. COMPREHENSIVE TRAINING PROGRAM (CTP): This item was postponed.

11. NEXT STEPS: This item was postponed.

12. ANNOUNCEMENTS: There were no announcements.

13. ADJOURNMENT: The meeting adjourned at 12:10 pm.